

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #14-36**

OPENING DATE: 8 Apr 14 **CLOSING DATE:** 22 Apr 14 **AGENCY:** 5709 **PIN:** 008

POSITION: Facilities Maintenance Repairer II (Grounds/Equipment)

STARTING SALARY: \$25,662.65

LOCATION OF POSITION: ANG Combat Readiness Training Center, 4715 Hewes Ave.,
Gulfport, MS 39507

TELEPHONE INQUIRIES: Mr. Frank Janotta (601) 313-6243 DSN: 293-6243

APPLICATION MUST BE SUBMITTED TO: MS Military Department, ATTN: JFH-MS-C-HR,
Post Office Box 5027, Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive,
Jackson, MS 39202-1237. **APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON
CLOSING DATE.**

SPECIAL CONDITION: *MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.*

MINIMUM QUALIFICATIONS:

1. High school education or GED and two (2) years experience related to the below described duties; **or** any combination of education and experience equivalent to graduation from a four year high school and two (2) years experience in the grounds keeping field.
2. Physical condition of such nature as to permit lifting, stooping, climbing and continuous moderately heavy work with the ability to move and lift objects weighing up to 60 pounds.
3. Must possess a valid state driver's license and if authorized to operate a Government Vehicle, have the ability to obtain and maintain a US Government Motor Vehicle Operator's ID card. **PROOF OF DRIVER'S LICENSE MUST BE SUBMITTED WITH APPLICATION.**
4. **As a condition of continued employment** must obtain a Class B Commercial driver's license (at applicant's expense) within 90 days of employment.
5. Ability to communicate proficiently both orally and in writing.

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

1. Operates all types of grounds keeping equipment including but not limited to edger/trimmer, push mower, riding mower and tractor drawn farm type equipment.
2. Uses garden tools as required, and performs walking clean-up of outside grounds areas.
3. Maintains drainage systems.
4. Operates and/or mans a trash collection vehicle used for refuse collection.
5. Maintains and repairs roadways, sidewalks, airfield pavements and parking lots by repairing or replacing concrete and/or asphalt. This includes the operation of pavement breaking equipment.
6. Operates various types of light to heavy equipment including dump trucks.
7. Performs interior cleanup and/or minor repairs as assigned.
8. Operates all types of medium to heavy construction equipment as skills are developed in support of construction projects.
9. Performs other related duties as assigned.

AREA OF CONSIDERATION: OPEN COMPETITIVE

_AGO Form 14-R (Revised 1Apr00)

Page 1 of 2 Pages

SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES:

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 12/94)**, **MS MILITARY DEPT. ADDENDUM #1** (AGO Form 82-2R, dated 1 May 93) and **MS MILITARY DEPT. ADDENDUM #2** (AGO Form 82-3R, dated 1 Mar 94). Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard or by written/telephonic request to the Mississippi Military Department, ATTN: JFH-MS-C-HR, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6243). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums.

ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.

PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED. Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED. Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.

Military membership is desired.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.

MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND INVESTIGATION.